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Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

## School Finance



### **FY 2013 Salary and Compensation Expenditure Reporting**

The deadline for submitting the FY 2013 Salary and Compensation Report to OPI was December 16, 2013. Thank you to the 344 school districts and special education cooperatives that have submitted this report. If your district is one of the 87 school districts or special education cooperatives that has not submitted the information, please complete the task as soon as possible. The information is necessary in order to comply with the *Transparency and Public Availability* requirements pursuant to 20-7-104, MCA. The Salary and Compensation Expenditure report form may be accessed at the following link: [CLICK HERE](#)

For questions or assistance, contact any of the individuals below:

Steve Hamel at (406) 444-0783 or [shamel@mt.gov](mailto:shamel@mt.gov)

Paul Taylor at (406) 444-1257 or [ptaylor@mt.gov](mailto:ptaylor@mt.gov)

Janelle Mickelson at 444-3249 or [jmickelson@mt.gov](mailto:jmickelson@mt.gov)

### **FY2014-15 Preliminary General Fund Budget Data Sheets**

The OPI School Finance Division has posted the FY2014-15 Preliminary General Fund Budget Data Sheets and updated the General Fund Budget Excel Spreadsheet to assist schools in budgeting for the FY2014-15 school year. The budget data sheets reflect the basic and per-ANB entitlement rates shown in 20-9-308, MCA and special education instructional block grant and related services block grant rates.

The Preliminary Budget Data Sheets can be accessed at the following link: [CLICK HERE](#)

The General Fund Budget Excel Spreadsheet can be accessed at the following link: [CLICK HERE](#)

(Note: Please download this current version of the spreadsheet to your computer (right-click on the link and choose "Save Target As" to save it to your

desktop.) Previous versions of the spreadsheet are no longer applicable for preliminary budget purposes.

Other resources posted on the website:

- FY2014-15 General Fund Overview and Worksheets
- FY2014-15 Budget Limitation Summary

Please contact the following individuals with questions:

Dennis Clague, Finance Specialist Supervisor (406) 444-1960 or [dclague@mt.gov](mailto:dclague@mt.gov)

Kathleen Wanner, Financial Specialist (406) 444-9852 or [kwanner@mt.gov](mailto:kwanner@mt.gov)

Nica Meralo, Financial Specialist (406) 444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov)

### **FY 2013 Federal A-133 Audits Due March 31, 2014**

A-133 "Federal" audits for FY2012-13 are due to the OPI by **March 31, 2014**. This requirement affects districts and cooperatives that spent more than \$500,000 of federal money (including USDA commodities) during FY2012-13.

For districts and cooperatives that spent less than \$500,000 of federal funds and received more than \$500,000 of revenue under all sources during that year, audits for FY2012-13 are due **June 30, 2014**.

OPI contact: Steve Hamel at (406) 444-0783 or [shamel@mt.gov](mailto:shamel@mt.gov)

### **Elections**

Upcoming Election Deadlines:

- **Friday, March 7<sup>th</sup>**  
If the district requested a mail ballot election by February 25<sup>th</sup>, mail ballot election plan/timetable/sample instructions must be received by the Secretary of State's office no later than Friday, March 7<sup>th</sup> (Note: This is the *received by* date, not the *postmarked by* date.) Information may be faxed, mailed or emailed.
- **Thursday, March 27<sup>th</sup>**  
Trustees must pass a resolution calling for an election. The resolution must include the date of the election, the purpose of the election, the polling locations and the times the polls will be open. Levy amounts may be set later (not less than 25 days prior to the election).
- **Friday, March 28<sup>th</sup>**  
The last day for trustee candidates to withdraw from an election (A statement of withdrawal must be sent to the election administrator.)

- ***Tuesday, April 1<sup>st</sup>***  
The last day for districts to file resolutions for school election with the county election administrator.
- ***Friday, April 4<sup>th</sup>***  
The deadline to notify election judges of appointment. It is recommended that you notify judges as early as possible so that replacements may be obtained if necessary. Election judges must meet the training requirements set by the Secretary of State's office. (See the SOS website for additional information: <http://sos.mt.gov/>.)
- ***Monday, April 7<sup>th</sup>***  
Voter registration closes for school elections. Contact the county election administrator for the biennial absentee ballot list.

OPI Contact: Nicole Thuotte, (406) 444-4524 or [nthuotte@mt.gov](mailto:nthuotte@mt.gov)

### **FY 2014 First Semester Transportation Claim Forms Due**

As of ***February 15, 2014***, school districts should have electronically submitted their first semester transportation claim forms TR-6 Bus Route Reimbursement and TR-5 Individual Transportation Contract Reimbursements to the OPI online Pupil Transportation Program. In addition, a hard copy of each claim form, signed by the board chair, should have been sent to the county superintendent.

As of ***February 22, 2014***, the county superintendent should have electronically authorized each district's TR-5 and TR-6 for the first semester.

Upon receipt of the electronic claims and authorization, OPI will verify and disburse the approved amount of state reimbursement for first semester transportation. Payments will be made on ***March 28, 2014***.

Upon receipt of the electronic state payment report, the county superintendent orders the payment of the county reimbursement for first semester transportation on the basis of the state reimbursement.

OPI contact: Donell Rosenthal, (406) 444-3024 or [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

### **FY 2015 Indirect Cost Rate Applications Now Available**

Districts that plan to charge indirect costs (e.g., general administration, accounting services, and personnel services) to FY 2015 federal and state grant awards using an indirect cost rate must complete an indirect cost application form. An application for an indirect cost rate *does not* increase the amount of the grant award.

Indirect Cost Rate Application forms and resources for FY 2015 are now available on the OPI website.

Indirect Cost Rate Cover Letter (please read): [CLICK HERE](#)

Indirect Cost Rate Instructions: [CLICK HERE](#)

If you intend to reclassify costs to adjust your indirect cost rate, please read the indirect cost rate instructions carefully. For your convenience, costs that may be reclassified are highlighted in blue. We have also created a reclassification calculator to assist in the determination of your adjusted indirect cost rate. The calculator is located at the following link: [CLICK HERE](#)

Schedule A, which shows preliminary rates: [CLICK HERE](#)

The Certification forms are located at: [CLICK HERE](#)

OPI contact: Debbie Casey, (406) 444-3096 or [dcasey@mt.gov](mailto:dcasey@mt.gov).

### **Nine Grants Awarded to Assist Oil and Gas Impacted Schools**

On February 19, 2014, Superintendent Denise Juneau announced the award of \$449,855 in grants for oil and gas impacted schools that are receiving oil and natural gas production taxes in an amount less than 20 percent of the district's maximum general fund budget. The grant awards range from \$16,541 to \$75,000.

Ninety school districts were eligible for the State School Oil and Natural Gas Impact Grant, and 29 schools applied. The following nine school districts were successful in their applications:

- Culbertson High School: \$60,000
- Dawson High School: \$75,000
- Froid Elementary School: \$30,500
- Glendive Elementary School: \$75,000
- Plentywood K-12: \$56,000
- Powder River County High School: \$18,859
- Savage Elementary School: \$48,000
- Winnett K-12: \$16,541
- Wolf Point Elementary School: \$69,955

This is the first year that the OPI awarded State School Oil and Natural Gas Impact Grants. Grant funding comes from the state school oil and natural gas impact account, a state special revenue fund, which is collected from a percentage of oil and gas revenue that districts could not retain as a result of the passage of Senate Bill 329 in

the 2011 Legislative Session. Eligibility for the grant program was significantly changed in the 2013 Legislative Session with the passage of Senate Bill 175.

For descriptions of the grant awards, go to: [CLICK HERE](#)

OPI contact: [Madalyn Quinlan, Chief of Staff](#), 406-444-3168 or [mquinlan@mt.gov](mailto:mquinlan@mt.gov)

### **TEAMS Report Window Extended to Midnight March 14, 2014**

Although the reporting window was scheduled to close at midnight on Friday, February 21, 2014, a number of factors created the need to extend the deadline for schools.

The new TEAMS application was not completed in time to allow the collection process to begin in the fall. Even though the application collects the same information as the old Annual Data Collection, it is in a new format resulting in a steep learning curve on the part of the users and the OPI staff. Finally, although extensive testing was done on the application before release, the real time execution of the application revealed some unanticipated errors in its development. A large number of these errors have been corrected and the remaining identified errors are being addressed as quickly as time allows.

During this three-week extension, the TEAMS staff will continue to respond as quickly as possible to requests for assistance. In addition, the staff will create direct assistance opportunities for schools that are experiencing the greatest difficulty in completing the report.

For more information, contact [Teri Wing](#), (406) 444-4436

### **MASBO Budget Workshops**

MASBO is offering budget workshops at the following locations from 8:00-4:00:

- Wednesday, March 5 in Billings (Billings Hotel & Convention Center)
- Thursday, March 6 in Miles City (Sleep Inn & Suites)
- Friday, March 21 in Missoula (Courtyard Marriott)

To register, click on this link: [CLICK HERE](#)

For more information, contact Denise Williams at [dwilliams@masbo.com](mailto:dwilliams@masbo.com) or (406) 442-5599, or Marie Roach at [mroach@masbo.com](mailto:mroach@masbo.com) or (406) 443-0631

### **MASBO Regional Workshops**

The MASBO Regional Workshops are scheduled from 8:00-4:00 as follows:

**Region 1 - Missoula, Thursday, March 20**

Courtyard Marriott, 4559 N Reserve St., Missoula, (406) 549-5260

**Region 2 - Great Falls, Tuesday, March 18**

Holiday Inn, 1000 5th Street South, Great Falls, (406) 727-7200

**Region 3 - Sidney, Wednesday, April 2**

MSU Extension Building, 1499 N. Central Ave., Sidney

**Region 5 - Billings, Monday, March 31**

Billings Hotel & Convention Center, 1223 Mallowney Lane, Billings (406) 248-7151

**Region 6 - Miles City, Tuesday, April 1**

Custer County High School Multipurpose Room, 20 S. Center Ave., Miles City

To register, click on this link: [CLICK HERE](#)

For more information, contact Denise Williams at [dwilliams@masbo.com](mailto:dwilliams@masbo.com) or (406) 442-5599, or Marie Roach at [mroach@masbo.com](mailto:mroach@masbo.com) or (406) 443-0631

**Useful Links**

*State Entitlement Payments to Schools:* [CLICK HERE](#)

*School Accounting Manual:* [CLICK HERE](#)

*Forms and Publications & Tuition:* [CLICK HERE](#)

*Pupil Transportation:* [CLICK HERE](#)

*Student Count for ANB:* [CLICK HERE](#)

*Audit Information:* [CLICK HERE](#)

*OPI Calendar:* [CLICK HERE](#)

**OPI School Finance Division**

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